



The Accredited Standards Committee

FOR IMMEDIATE RELEASE

Reminder of ASC X12 Policies Related to information Dissemination

This message is being sent to the Primary and Alternate Representatives of ASC X12 members and to all other member representatives who have participated in collaborative discussions in the past year.

ASC X12 is proud of the collaborative discussions undertaken at many levels of the organization. Such collaboration allows us to produce and maintain highly effective and efficient work products, including our Standards and many supporting products. Open collaboration in a safe and trusted environment is critical to the ongoing success of ASC X12 and we can claim many years of successful open collaboration as a bedrock of our organization.

Recently however, information was copied directly from an ASC X12 collaboration tool and shared inappropriately outside of the collaboration group, resulting in internal, proprietary comments being published in national media. Not only is this release of information a violation of ASC X12 policies and procedures, it damages the collaborative process and hurts the organization.

I believe that ASC X12 members and standards developers want to be part of a strong and successful organization that continues to produce the mission-critical Standards and supporting products used by millions of implementers and that this inappropriate release of information resulted from a lack of knowledge of the organizational requirements.

So I'm sending this reminder of the policies and procedures that all members agree to abide by when they join the organization as a reminder, a refresher if you will, of the policies and procedures governing the disclosure of information and use of member collaboration tools.

The [**Organization and Procedures Manual \(OPM\)**](#) limits communication of ASC X12 official positions and representation of ASC X12 to external organizations to the ASC X12 Chair. No other ASC X12 leader or member has the right or authority to speak for or about the organization to external organizations, without express permission from the ASC X12 Chair. This includes communication with the press.

[ADP22 Distribution of Meeting and Other Informative Materials](#) states that work in process within a subcommittee is only distributed to members, with the exception that non-members who are explicitly approved for specific collaboration activities can be included in such distribution. ADP22 further requires authorization by the Chair of the Subcommittee for distribution of such information if it is to be distributed outside of a collaboration tool. Information posted or stored in Central Desktop certainly represents collaborative work in process and must be protected as defined in ADP22.

If you have any questions about these policies and procedures, please contact me at chair@ascx12.org

Sincerely,

Cathy Sheppard
ASC X12 Chair